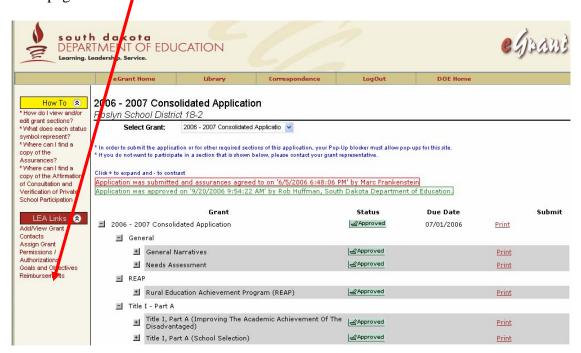
Reimbursement Claim How To:

STEP 1:

Click on Reimbursements under LEA Links on the left hand side of the eGrant homepage.



STEP 2: Select Grant

Select the grant application from the drop down arrow. Click 'GO'.



STEP 3: Select Section

Select a title program from the drop down arrow. Click 'GO'.



Overview of the Reimbursement Claim Page:

First date to obligate funds-Date application submitted in a substantially approvable form.

View Budget Summary-Link takes to the Budget Summary page.

Click Here to Request a Budget Amendment-Link takes to the Budget Amendment page.

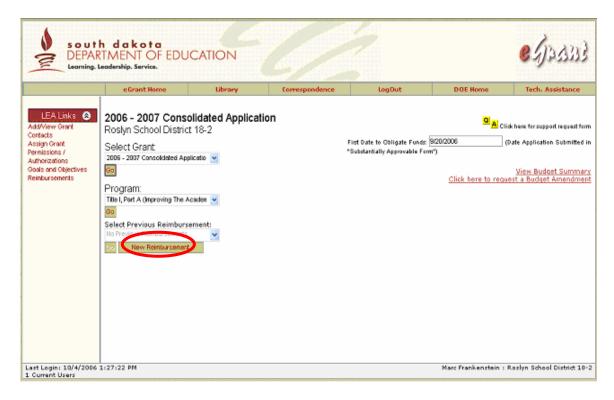
Print-Link allows to print the reimbursement claim page.

Note: (Instructions for completion of the reimbursement claim page are indicated in blue.)

STEP 4: New Reimbursement

Note: (Enter whole numbers only. Do not enter cents.)

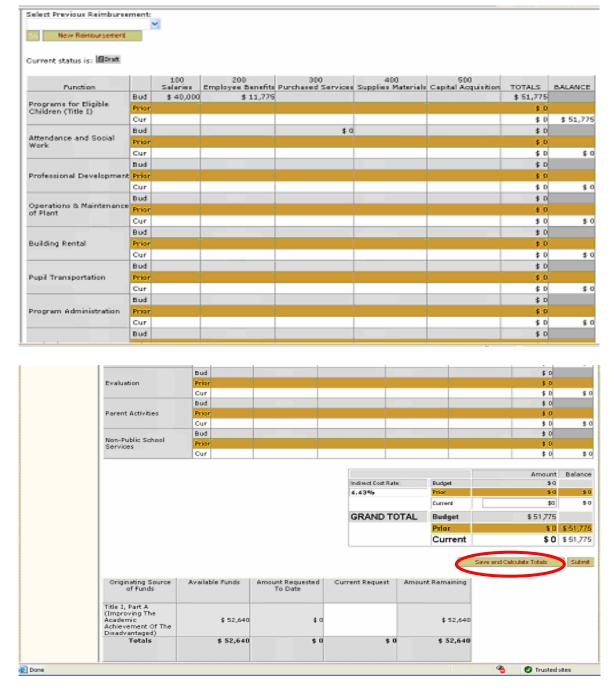
Click 'NEW REIMBURSEMENT'. A new reimbursement can be created every month once the grant application has been approved.



STEP 5: Completion of Reimbursement Claim Form

1. The budget objects are indicated along the top of the page and the activity codes are indicated along the left side.

- The budgeted amounts are indicated in gray.
- The prior reimbursement requests are indicated in gold.
- The current requests are indicated in white.
- 2. Type whole dollar amount in the white rows.
- 3. Scroll down & click 'SAVE & CALCULATE TOTALS'.



Source of Funds Table

Transferability Option

Note: (If using the Transferability Option, the Transferred In funds will be drawn down first by default.)

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title 1, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

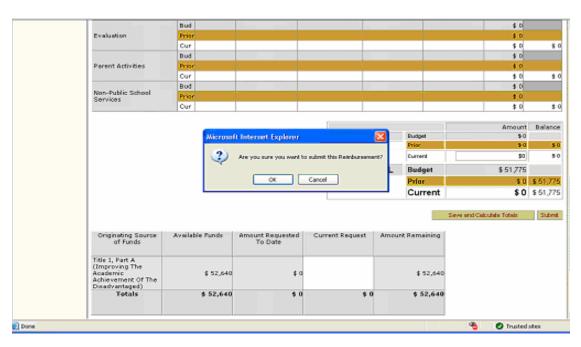
REAP Reimbursement Form

Note: (REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.)

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title II, Part A (Improving Teacher Quality)	\$ 23,767	\$ a		
Title II, Part D (Enhancing Education Through Technology)	\$ 1,072	\$ 0		
Title IV, Part A (Safe and Drug Free)	\$ 2,783	\$ 0		
Title V, Part A (Innovetive Programs)	\$ 615	\$ 0		
Totals	\$ 20,237	\$ 0	\$ 0	\$ (

STEP 6: Submitting the Reimbursement Claim

Click the 'SUBMIT' button. A pop-up will appear. Click 'OK'.



STEP 7: Select Previous Reimbursement

Select a previous reimbursement from the drop down arrow. (Select the date & amount by highlighting) Click 'GO'.

